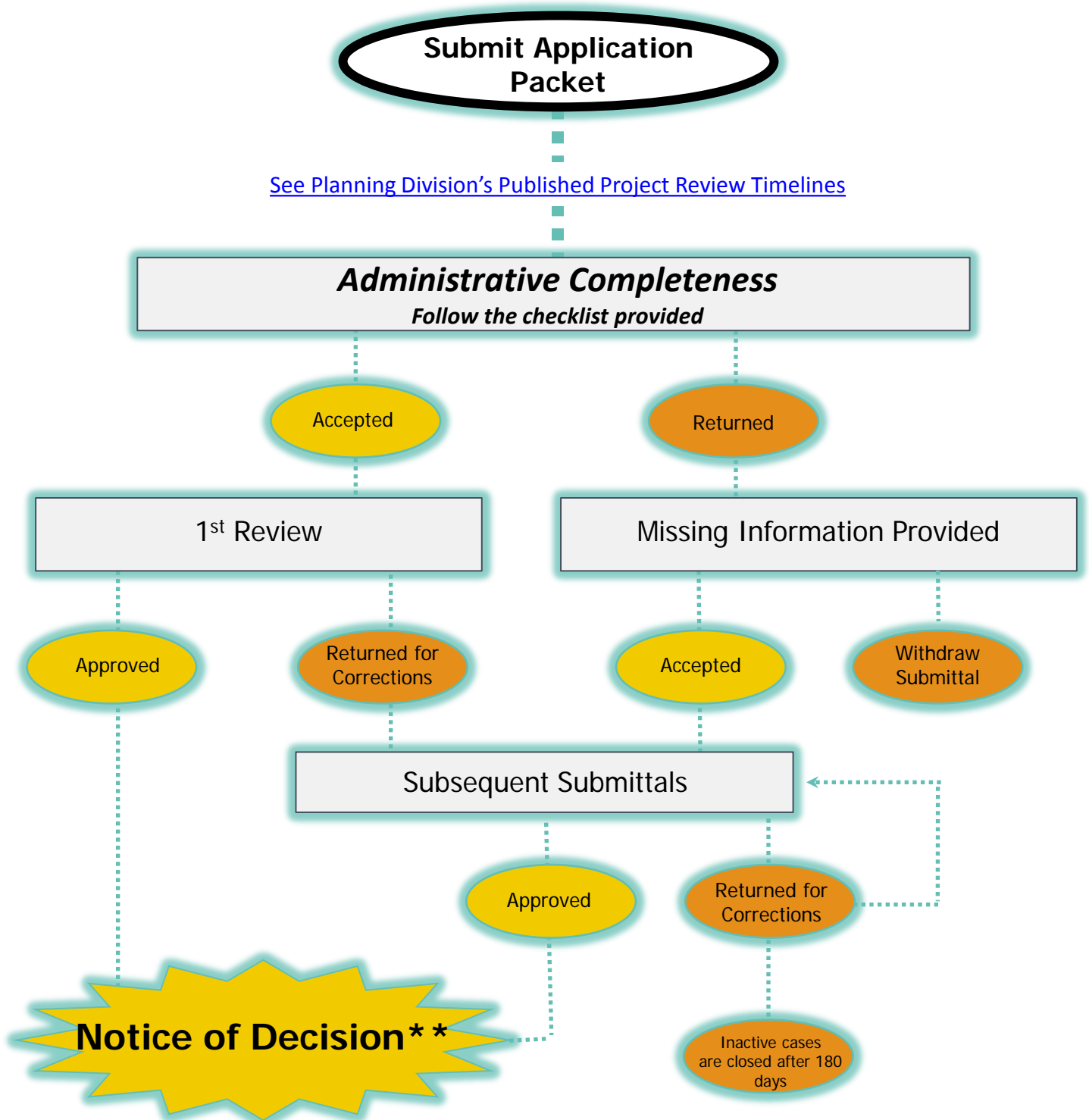


Preliminary Plat Amendment Minor

(Contact the Planning Services Division for authorization that your request falls under the scope of this application to avoid delayed processing times.)



The Planning Manager may refer any application to the Planning Commission / Design Review Board for action.

Preliminary Plat - Amendment Minor

(Contact the Planning Services Division for authorization that your request falls under the scope of this application to avoid delayed processing times.)

- For a minor amendment, a pre-application meeting is **not** required.
- Minor Amendments to approved Preliminary Plats and Open Space Plans may include, but are not limited, to the following requests:
 - a. Minor changes to the open space plan (changes in paint colors, materials, amenities).
- Useful Links on Gilbert's Planning & Development webpage:
 - [Development Fee Schedule](#)
 - [Planning Division Project Review Timelines](#)
 - [General Plan Character Area Map](#)
 - [Zoning and Land Development Code](#)
 - [Zoning Map Noting Overlay Zoning Districts](#)
 - [Commercial Design Guidelines](#)
 - [Industrial/Employment Design Guidelines](#)
 - [Heritage District Design Guidelines](#)
 - [Gateway Streetscape Guidelines](#)
 - [Trail Design Guidelines](#)
 - [Street Theme District Tree Map](#)
 - [System Development Fees Area Map](#)
 - [Gateway Area Traditional Neighborhood Design Guidelines](#)
 - [Residential Design and Development Guidelines](#)
 - [Engineering Standards](#)

Preliminary Plat – Amendment Minor

Submittal Formatting, Required Materials and Checklist:

- ☐ Over the Counter Submittal:
 - ☐ **Submit electronic copy** of ALL required items on checklist. **(No 24" x 36")**
 - ☐ Submit a hard copy (8.5" x 11" or 11" x 17" only) of the entire packet with the electronic copy and payment. **(No 24" x 36")**
 - ☐ **Purge** images of unnecessary blocks and layers (single layer).
 - ☐ **Save each exhibit as a separate PDF per document naming below.**

Document Naming:

- ☐ Exhibit 1: Application
- ☐ Exhibit 2: Project Narrative
- ☐ Exhibit 3: Parcel/Aerial Map
- ☐ Exhibit 4a: Preliminary Plat (Approved)
- ☐ Exhibit 4b: Preliminary Plat (Revised)
- ☐ Exhibit 5: Landscape and Open Space Plan (if applicable)
- ☐ Exhibit 6: Materials/Color Board (if applicable)
- ☐ Exhibit 7: Gateway Entrances (if applicable)

Checklist

- ☐ **Exhibit 1: Application**
 - ☐ Must be fully completed and signed.
- ☐ **Exhibit 2: Project Narrative**
 - ☐ Project Narrative should be typed in a 12pt font and no more than 5 pages in length.;
 - ☐ Describe all proposed changes of the project.
- ☐ **Exhibit 3: Parcel /Aerial Map**
 - ☐ Maricopa County Assessor Parcel Map (Highlight project area and provide parcel number (s);
 - ☐ Aerial with Parcel Boundary.
- ☐ **Exhibit 4a: Preliminary Plat (Approved)**
- ☐ **Exhibit 4b: Preliminary Plat (Revised)**
 - ☐ Vicinity Map with the site and major streets noted;
 - ☐ Graphic scale, north arrow, exhibit date;
 - ☐ Key map on each page if plat consists of more than two pages;
 - ☐ Project data table: gross and net acres; current zoning district(s) and General Plan Classification; percent of total acreage in each zoning category; number of dwelling units (residential only); minimum setbacks and lot coverage; open space/landscape areas and percentage; and other tracts and purposes.
 - ☐ Number each lot individually with the last lot number circled;
 - ☐ Table of lot sizes indicating area of all lots, total number of lots, total lot area and corresponding zoning classification;
 - ☐ Minimum lot dimensions. Do not show "typical" lots;
 - ☐ Illustrate the minimum lot width at minimum front setback for all irregular lots;
 - ☐ Table of tracts indicating use, tract area, and total tract area;
 - ☐ Location of existing and proposed multi-use and pedestrian trails;

- ☐ Name, book and page number of any recorded and adjacent subdivision or Map of Dedication having common boundary;
- ☐ Name, address and telephone number of subdivider;
- ☐ Name, address and telephone number of engineer, surveyor, landscape architect or land planner preparing plat;
- ☐ Proposed name of subdivision;
- ☐ Location by Section, Township and Range: referenced by dimension and bearing to two (2) section corners. Basis of bearings used must be stated on plat;
- ☐ Topography by contours and spot elevations related to N.G.V.D. or approved Town datum. Contour interval shall not exceed two (2) feet and shall adequately reflect character and drainage of land;
- ☐ Location of existing fences, wells, lakes, ditches, power lines and trees;
- ☐ Permanent structures to remain, including water wells and utility lines within or adjacent to property;
- ☐ Location and extent of areas subject to inundation; indicate frequency;
- ☐ Location, widths and names of all platted streets, railroads and utility right-of-way of public record;
- ☐ Adjacent rights-of-way and easements showing existing and future improvements, access points, etc.;
- ☐ Layout of proposed streets and alleys, giving widths, preliminary curve data and proposed names;
- ☐ Proposed right-of-way dedications;
- ☐ Street cross sections;
- ☐ Designation of all land to be dedicated or reserved for public use, with the use indicated;
- ☐ Conceptual drainage;
- ☐ Show method of sewage disposal; the type of facilities must appear on the preliminary plat. Show the preliminary sewer layout, indicating grades, manhole locations, cleanouts, slopes and depths;
- ☐ Show the preliminary layout of the water system indicating fire hydrants, valves, meter vaults and water line sizes;
- ☐ Proposed improvement phasing;
- ☐ Identification of on- and off-street guest parking;
- ☐ Adjacent zoning districts within 300 feet;
- ☐ Adjacent lot lines and structures within 300 feet.

☐ **Exhibit 5: Landscape Plan and Open Space Plan (if applicable)**

- ☐ Vicinity Map; with the site and major street noted;
- ☐ Graphic scale, north arrow, and exhibit date;
- ☐ Dimension property lines, easements, alleys, private streets and adjacent rights-of-way;
- ☐ Dimension location of proposed required landscape areas;
- ☐ Existing and proposed landscaping materials (distinctive symbols must be used for each plant variety), including non-vegetative groundcovers & decorative hardscape;
- ☐ Botanical name, common name, and size of landscaping materials to be used (should be included on the same sheets as the plan if possible);

- ☐ Project data table: gross acres and net acres, square footage of public right-of-way (off-site) landscaping, total square footage of on-site and off-site landscaping, common area open space square footage and percent coverage based on net land area (Multi-family projects).
 - ☐ [Town of Gateway Area Right-of-Way Improvement Standards and Streetscape Design Guidelines](#);
 - ☐ [Street Theme District Theme Tree](#) provided along arterial streets;
 - ☐ [Sight visibility triangles](#) per Town of Gilbert Standard details (GIL-211 and/or 212);
 - ☐ Contour lines for retention basins and earthen berms;
 - ☐ Location of parking;
 - ☐ Parking lot light poles;
 - ☐ Location of existing and proposed electrical transformers, utility poles, and other utility equipment;
 - ☐ Location and detail elevations of entry monuments;
 - ☐ Detail for all wall types, parking canopies, site furniture, recreation equipment, etc. Details should be dimensioned, and include notations specifying the application of proposed materials, colors, textures, etc.
- ☐ **Exhibit 6: Materials and Color Board (as needed)**
- ☐ Materials and Color Board for entry monuments and walls with samples of exterior materials and colors noting manufacturer name, product ID/Name.
 - ☐ Catalog pages of proposed materials and colors used for lighting and amenities noting color and manufacturing name, product ID/Name.
- ☐ **Exhibit 7: Gateway Entrances (if applicable)**
- ☐ Elevations of gateway entry monument signage including materials, colors, lettering dimensions and style, and accent lighting;
 - ☐ Placement of existing and proposed monument signs with dimensions;
 - ☐ Existing and proposed landscaping materials (distinctive symbols must be used for each plant variety), including non-vegetative groundcovers & decorative hardscape;
 - ☐ Botanical name, common name, and size of landscaping materials to be used (should be included on the same sheets as the plan if possible);
 - ☐ Contour lines for retention basins and earthen berms.



Plan Type: Preliminary Plat Work Class: Amendment Minor

Contact the Planning Services Division for authorization that your request falls under the scope of this application to avoid delayed processing times.

Description (Proposal Name): _____

Approved Preliminary Plat File Number: _____

Address or Location: _____

Request Summary (briefly describe proposal here and attach a detailed narrative): _____

APN/Tax Parcel Numbers: _____

Gross/Net Acres: _____ Zoning: _____

General Plan Character Area: ☐ Santan ☐ Heritage District
(if applicable) ☐ Gateway ☐ Morrison Ranch

Overlay Zoning District: ☐ Santan Freeway Corridor ☐ Phx/Mesa Gateway Airport
☐ Vertical Development

Property Owner: (All information must be provided)

Name (print): _____ E-mail: _____

Address: _____

City, Zip: _____

Phone: _____ ☐ Business ☐ Mobile ☐ Home ☐ Other

Signature*: _____ Date: _____

*If signature is not provided above, a letter of authorization from the property owner is required.

Applicant/Contact: (All information must be provided)

Company: _____

Contact: _____ E-mail: _____

Address: _____

City, Zip: _____

Phone: _____ ☐ Business ☐ Mobile ☐ Home ☐ Other

Signature: _____ Date: _____

Administrative Completeness Review

Staff will review the application to ensure all required documents and information has been included. If required information is missing, applicant will be notified that the application has been rejected until all required information is submitted. If the application is rejected, upon resubmittal, a new Administrative Completeness Review will be conducted. Staff may also determine if the request does not fall under the purview of this application type.

A.R.S. § 9-843. Prohibited acts by municipalities and employees; enforcement; notice

- A. A municipality shall not base a licensing decision in whole or in part on a licensing requirement or condition that is not specifically authorized by statute, rule, ordinance or code. A general grant of authority does not constitute a basis for imposing a licensing requirement or condition unless the authority specifically authorizes the requirement or condition.
- B. Unless specifically authorized, a municipality shall avoid duplication of other laws that do not enhance regulatory clarity and shall avoid dual permitting to the maximum extent practicable.
- C. This section does not prohibit municipal flexibility to issue licenses or adopt ordinances or codes.
- D. A municipality shall not request or initiate discussions with a person about waiving that person's rights.
- E. This section may be enforced in a private civil action and relief may be awarded against a municipality. The court may award reasonable attorney fees, damages and all fees associated with the license application to a party that prevails in an action against a municipality for a violation of this section.
- F. A municipal employee may not intentionally or knowingly violate this section. A violation of this section is cause for disciplinary action or dismissal pursuant to the municipality's adopted personnel policy.
- G. This section does not abrogate the immunity provided by section 12-820.01 or 12-820.02.

Staff Use Only:
Permit Number: _____